



Tutoring:

From Blackboard click the Tutoring Button then click the "NetTutor" Link

Technical Support for Blackboard

BbHelp@allenc.edu

Iola Campus: 620-901-6242

Burlingame Campus: 785-379-8701

Allen Online Student Support

studentsupport@allenc.edu

620-901-6219

Allen Library Resources & Research

accclib@allenc.edu

Allen Writing Center

<http://web.allen.edu/accc/owl.htm>

Bruce Symes: symes@allenc.edu

Allen Math Center

Jerry Vincent: jvincent@allenc.edu

Technical Support for myAllen, Office 365

Doug Dunlap: ddunlap@allenc.edu

620-901-6261

Allen Advising

advisor@allenc.edu

Iola Campus: 620-901-6268

Burlingame Campus: 785-379-8714

Allen Community College is committed to a policy of nondiscrimination on the basis of race, color, sex, national origin, religion, age, and disability in admissions, educational programs or activities, and employment; all as required by applicable laws and regulations under the Title VI Civil Rights Act of 1964, the Title IX Regulations of 1972, Section 504 of the Social Rehabilitation Act of 1973, and the Americans with Disability Act of 1990. Responsibility for coordination of compliance and receipt of inquiries has been delegated to the Vice President for Student Affairs, Allen Community College, 1801 North Cottonwood Street, Iola, Kansas 66749, 620-365-5116, vpsa@allenc.edu

2018 Important Dates:

Summer 8 week courses

Orientation: May 3 - June 3

Payment Due: **May 25**

Classes Begin: June 4

Last Day to Add Classes: June 10

Last Day to Drop Classes: June 10

100% Refund Ends: June 10

Last Day to Withdraw: July 20

Classes End: July 27

Getting Started Online Summer 2018

Computer Requirements

You must have access to the Internet to take an online class. You also need a computer that meets the specifications below. *Mobile devices do not meet these requirements.*

Minimum PC Specifications

- Windows 7, 8, 10
- Mac OSX 10.8, 10.9, 10.10, 10.11
- Chrome OS
- 5 GB of hard drive space
- Consistent, high speed internet
- 4 GB of RAM
- Sound card with speakers
- Processor speed: 1.5 GHz or higher
- Check the recommended browsers which are listed on the Blackboard log-in screen at:
<https://allenc.blackboard.com>
- Cookies enabled
- JavaScript/active scripting enabled
- Allow pop-ups from
<https://allenc.blackboard.com>

Welcome to Online Learning

Thank you for enrolling in an Allen online course. This brochure includes all of the information you need to begin your online courses.



Accessing Your Courses

- Go to <https://allencc.blackboard.com>
- Login
 - Username: Your student ID number
 - Password: First four letters of your last name and the last four numbers of your Social Security Number (ie: smit1234). If your SSN does not work, try replacing the numbers with 9999.

Before Classes Begin

Online Student Orientation

This orientation is available to all online students approximately one month before classes begin. The orientation is optional but *highly encouraged* for student success.

Online Student Resource Center

The Resource Center contains helpful information for online students.

When Classes Begin

On the official start date of the courses, you will be able to access your courses through Blackboard. Please note that you will not be able to access your courses before their official start dates.

myAllen

- Go to <https://my.allencc.edu/ics>

myAllen is your source for Allen services and information. You can use myAllen for email, financial aid, payments, unofficial transcripts, calendars, and much more.

Home

The Home tab provides links to Allen's website, Blackboard, and your Allen email. It is important to check your Allen email account on a regular basis, as it is the email address that instructors and the college use to communicate with students.

Academics

The Academics tab allows you to view and print your course schedule, course history, unofficial transcripts, and grade reports. You will also be able to view your ESPs (Early Student Progress reports) as well as calculate a projected GPA.

Finances

The Finances tab allows you to view and print your financial aid award, 1098-T information, and your course and fee statement. You can track your financial aid progress and determine what documents are still needed to complete your financial aid. You can pay your bill or sign up for the FACTs payment plan.

Textbooks

Allen operates a textbook rental program for students. The textbook rental cost is \$12 per credit hour. Specialized classes may require the purchase of a book or workbook.

Textbooks may be mailed to you or picked up from either campus. To arrange for textbooks to be mailed or for additional questions please contact:

Allen Community College Bookstore

Iola Campus
loflin@allencc.edu
620-901-6252

Allen Community College Book Counter

Burlingame Campus
pjenkins@allencc.edu
785-379-8708

Order textbooks online at:
<https://my.allencc.edu/BookReq.aspx>

Returning Rental Textbooks

Rental textbooks must be returned to the bookstore following your final exam. If a textbook is not returned, a hold will be placed on your account until the textbook is returned or replacement cost payment is received.